Request for Proposals
and Specifications for a
Distributed Generation Solar Project
entitled “The Freeman Coliseum Solar Project 2016-1028”

The Freeman Coliseum
3201 E. Houston St.
San Antonio, TX 78219

September 25, 2016
# Table of Contents

1. Introduction .............................................................................................................. 1  
2. General Assumptions ............................................................................................. 1  
3. Respondent Requirements ..................................................................................... 2  
4. General Information Required for Proposal ......................................................... 3  
5. Specific Information Required in Proposal ............................................................. 5  
6. Contract Price ......................................................................................................... 6  
7. Additional Information .......................................................................................... 6  
8. Criteria for Evaluation ............................................................................................ 7  
9. Proposal Selection .................................................................................................. 9  
10. Confidentiality Limitation ..................................................................................... 9  
11. Questions ............................................................................................................... 9
REQUEST FOR PROPOSALS AND SPECIFICATIONS
FOR THE FREEMAN COLISEUM SOLAR PROJECT

Introduction

The Freeman Coliseum ("Freeman"), the county-owned sports and entertainment facility in San Antonio, Texas, invites the submission of proposals ("Proposal(s)") through this Request for Proposals ("RFP") for its distributed commercial solar project entitled The Freeman Coliseum Solar Project ("Project"). This solicitation assumes participation in the City Public Service ("CPS") Solar Rebate Program but is not, in any other way, associated with CPS, its employees or board members. This Project is a distributed solar project designed to generate electricity through use of solar panels and optimize the offset of current electrical consumption at Freeman.

The purpose of the Project is to maximize the power output of useable roof space at the Freeman property while effectively and efficiently supplementing Freeman's energy needs. Under this Project, Freeman is soliciting an integrator for the purchase and installation of 2.4 MW of solar power to be distributed amongst the property's six CPS energy meters. Selected Respondent may be asked to provide financing options for the system, or systems. Selected Respondent will be responsible for the system, or systems passing any and all inspections, certifications, and commissioning. Selected Respondent will not own the system, or systems. Selected Respondent will be required to provide proof that all requirements listed below have been met as well as provide answers to all questions posted in this RFP.

This RFP, together with any clarifications or responses to questions provided as part of the RFP process, shall be considered the “RFP Documents.”

General Assumptions

Freeman is seeking the most efficient and effective approach to the purchase, design, and installation of 2.4 MW equivalent of solar power spread across the Property's six CPS meters. Freeman is seeking the most financially beneficial option to implement at this Project. General assumptions related to this Project include:

Freeman is looking for an integration solution which maximizes the local solar rebate incentive.

Freeman may ask successful respondent to provide financing options if and when they are awarded the contract.

Freeman will not be responsible for any of Respondent’s cost incurred to prepare or submit its Proposal, or to negotiate or to enter into a contract, or for any other activities related thereto.

All submittals shall become the property of Freeman and will not be returned.

The point of interconnection ("POI") will be on the load-side (rate payer’s side) of the existing billing meter with all interconnection costs to be paid by the Respondent.

For purposes of responding to this RFP, interconnection costs will be based on those costs outlined in the CPS Energy Distributed Generation Manual found at
These costs are only applicable if Respondent proposes installations in excess of an aggregated 50kW on the same circuit, and include, but are not limited to Feasibility Study Fees and Installation/Interconnection Study Fees. Additional fees will include cost of additional infrastructure as required to support the kWh load-side interconnection of the solar system. Interconnection costs should be included in the proposed p/watt fully installed price.

Photovoltaic (PV) system, or systems, must adhere to CPS Energy standards and must not be energized before being commissioned by CPS Energy.

Freeman must be provided with monitoring capabilities for the proposed system, or systems.

All Renewable Energy Credits (“RECs”) generated by this Project will be retained by the Integrator and deducted from the proposed contract price.

Respondent’s labor force allocated to this project shall be limited to no more than 10% of either sub contracted (1099) work or to employees residing outside of Bexar or its adjacent counties.

Respondents must provide worker’s compensation insurance for all on-site workers.

**Mandatory Requirements**

All Respondent’s will be required to meet the following, mandatory criteria. Inability to provide adequate support documentation will result in an immediate disqualification of Respondent’s proposal. Respondents will mark documentation “Respondent Requirements.”

Respondents must be currently listed on The CPS Certified Installer List.

Respondents must have been listed on The CPS Certified Installer List for the previous 4 years with full capability to acquire the CPS rebate and reduce the purchase price by that amount.

Respondents must possess a one million dollar per claim / two million dollar aggregate liability insurance policy listing Freeman and Bexar County as additional insureds.

Respondents must possess a letter of vendor credit, capital credit, or cash holdings sufficient to fund the entire Project’s rebate allowance.

Respondents must be able to contractually guarantee ten years of KwH production on the system, or systems.

Respondents must currently employ, and have employed a Texas licensed master electrician and NABCEP certified solar installer for at least one full calendar year.
General Information Required for Proposal

Each Respondent to this RFP should submit six (6) bound hard and sealed copies of the Proposal along with an electronic version in searchable text format. Proposals must be received by Freeman via mail, courier, or hand-delivery to Freeman Coliseum by October 28, 2016, 2:00 p.m., Central Standard Time (“CST”), the “Proposal Due Date.”

Each final Proposal shall be submitted in a sealed envelope or sealed container, each endorsed on the outside with the Respondent’s name, address, phone number, email, and the title “The Freeman Solar Project 2016-1028.” Proposals should be addressed as follows:

Proposal for The Freeman Solar Project  
c/o JC Hrubetz  
The Freeman Coliseum  
3201 East Houston St.  
San Antonio, Texas 78219

Each Proposal shall contain complete and detailed responses to the information requested in this RFP.

Each Respondent should submit a copy of the Proposal containing complete identification and qualifications of the Respondent, including all related certifications and training, pricing structure, and quote proposal.

Identification of the party or parties making the Proposal shall include the following information:

i. Name, business address, and telephone number of party or parties submitting the Proposal.

ii. Form of organization, corporation, limited liability company, partnership, joint venture, individual, etc. For corporations and limited liability companies each Proposal must include the name of each director, principal officer or manager and place of business entity formation; for partnerships, joint ventures, or individuals, the name and address of each principal should be included.

iii. Principal business engaged in and products produced or manufactured.

iv. Description of previous renewable energy supply experience, especially distributed generation solar projects, if any.

v. Evidence of financial soundness, including, but not limited to audited financial statements (balance sheet, income statement, statement of cash flows and the associated notes), credit ratings, and the financing plan for completion of the Project, including provider names and dollar amounts.

vi. Evidence that Respondent is bonded and insured.
vii. Evidence that Respondent or the individual/entity performing the installations possesses or is operating under an electrical contractor's license.

viii. Evidence that Respondent or the individual/entity performing the installations is registered with the City of San Antonio as an electrical contractor.

ix. Respondent must be certified by the North American Board of Certified Energy Practitioners (“NABCEP”) as a Solar PV installer within two years of becoming registered with CPS Energy.

Freeman may issue addenda to this RFP for clarification or modification prior to the deadline for submission of Proposals. Copies of any such addenda will be forwarded to all parties who have requested or received these solicitation materials. All such addenda become part of this Proposal Invitation.

Freeman assumes no liability or responsibility for costs incurred by each Respondent for any materials, efforts or expenses required in preparation of the Proposal. There is no agreement between Freeman and the successful Respondent until signing of a written contract and issuance of a Purchase Order.

Specific Information to be Provided in Proposal

Please include the following information in responding to this RFP.

A detailed Proposal including price p/watt, pre rebate price, post rebate price, total amount of rebate dollars achieved, proposed number of panels, type of panels proposed, location of panels on property, number of inverters used, type of inverters proposed, location of inverters on property, type of racking proposed, location of racking on rooftop, need for trenching, cost of trenching, path of trenching, panel to interconnection point path, and any and all other relevant information Respondent deems significant in relation to the installation and production capacity of the system.

The annual guaranteed electric energy production in mWh-AC, as well as annual solar insolation expectation. Include any relevant data along with a power output curve from the generating equipment proposed, capacity in MW-AC, capacity in MW-DC, AC capacity factor, first year AC annual output (in mWh), and annual degradation. The Project will consist of the photovoltaic panels, inverter(s), converters, Respondent-installed meter socket/equipment to support the rooftop production kWh meter/equipment, disconnects, switches, combiners, wiring devices, wiring, racking systems and any other related equipment and components as required by CPS Energy Electric Service Standards and Distributed Generation Manual found at www.cpsenergy.com. The size of the Project will be defined by the AC capacity of the PV panels initially installed and commissioned by the Respondent.

The monthly guaranteed electric energy volume and the financial savings associated with that energy production.
The proposed method by which Respondent wishes to be paid by Freeman.

A description of the proposed inverter(s) to be utilized for this Project.

**Contract Price**

The Contract Price should represent an all-in price for Respondent to provide 2.4 MW worth of Solar Power. No other amounts will be paid to Respondent. This price will cover all costs to design, install, manage, and maintain the system, or systems.

**Additional Information**

Proposal will additionally be evaluated and awarded based on the point system outlined in the evaluation criteria.

The Freeman price proposals/quotes shall be firm for one hundred twenty (120) days from the Proposal due date.

Any exception to the requirements of this RFP must be clearly acknowledged and inserted in tracked-change (red-lined) format, and must accompany the Proposal. If there are no exceptions, the words, “NO EXCEPTIONS,” must be stated.

Any Respondent ultimately awarded a contract through Freeman’s procurement process will be responsible for ensuring all installation sites connect to CPS Energy’s distribution system. The selected Respondent will be responsible for any and all required registration documents associated with the Project to be submitted to the proper entities such as the PUCT, ERCOT, and CPS Energy. All installations and operations will be in accordance with applicable sections of the current ERCOT Operating Guide. If Respondent is relying on another entity to provide that expertise, then that relationship should be fully described within the proposal. The Respondent shall design the facility in accordance with, but not limited to, good engineering practice, the National Electric Code, the National Electric Safety Code, and any other applicable local, state or federal codes or standards.

**Criteria for Evaluation**

Proposals will be evaluated based on the following point system. Respondent’s proposals may qualify them for all or some of the allocated points in any given category. It is the Respondent’s responsibility to ensure its Proposal adequately addresses each criterion to be evaluated.

a. **SBEDA Certifications (15 Points Available):** The South Central Texas Regional Certification Agency’s (“SCTRCA”) Mission Statement: To increase participation of African American, Asian American, Disabled Individual, Emerging Small, Hispanic American, Minority, Native American, Small, Veteran and Woman-owned business enterprises in their pursuit of contracting and procurement opportunities by providing centralized certification services. Small business economic development advocacy is dedicated to serving small, minority, African-American and women-owned business enterprises by ensuring all business have an opportunity to compete for contracts. Respondents can apply for consideration for these certifications at [www.sctrca.org](http://www.sctrca.org).
i. Small Business Enterprise Certification (SBE) (10 Points): Firms applying for Small Business Enterprise (SBE) certification must meet the following criteria:

1. A business that does not exceed the Small Business Administration’s size standards, which vary by work category. Information about each category and size standard can be located by going to [http://www.sba.gov/size/indexableofsize.html](http://www.sba.gov/size/indexableofsize.html).

2. An SBE eligible business whose annual revenues and number of employees are no greater than 25% of the Small Business Administration’s size standards is eligible for ESBE certification and will only hold this certification from the SCTRCA for five years. Information about each category and size standard can be located by going to [http://www.sba.gov/size/indexableofsize.html](http://www.sba.gov/size/indexableofsize.html).

ii. Women-Owned Business Enterprise (WBE) and/or Minority Business Enterprise (MBE) (5 Points): Firms applying for Woman-Owned Business Enterprise (WBE) and/or Minority Business Enterprise (MBE) certification must meet the following qualifying requirements:

1. Firm must be at least 51% owned and controlled by a minority or women individual(s).

2. The minority or women owner(s) must be a United States Citizen or lawfully admitted permanent resident of the United States

3. Firm must be organized as a for-profit business

b. Locally Owned and Operated (20 Points Available):

i. Integrator is locally owned and operated within Bexar County (15 points): Applicant must have their operational headquarters and a physical commercial presence within Bexar County. Applicant must have a three year history of this local presence.

ii. 80% of workforce consisting of W-2 employees (not subcontractors) (5 points): Applicants workforce must consist of 80% or higher of local W-2 employees

c. Experience (35 Points Available):

i. Quantity of successful solar integrations (15 points): For every group of 500 successful integrations or three mega watts installed within the CPS service area each applicant will receive 5 points. A maximum of 15 points will be awarded in this category.

ii. Applicant has installed similar solar project(s) for other Bexar County Governmental Entities (20 points): Applicant will receive additional consideration for Bexar County specific governmental solar integrations.
d. **Equipment Used (20 Points Available):**

   i. **Applicant will be using American made solar panels and solar inverters (10 points)**

      1. American made module must have positive only power tolerance.

      2. A minimum 25 year 80% linear power performance warranty with a prorated annual delineation.

      3. A minimum 37mm aluminum frame thickness

      4. Tempered glass with antireflective coating by the manufacturer of the module.

      5. Minimum efficiency rating of 17.40%.

   ii. **Applicant will be using product from a locally owned and operated (Bexar County) racking hardware company using American made parts (10 points)**

e. **Price (10 Points Available):** Ability to deliver the requirements, as well as maximize the potential for local incentive, will be the determining factor for this criterion.
**Proposal Selection**

Freeman may, in its sole discretion, do any, all or none of the following:

Appoint evaluation committees to review Proposals, make recommendations to Bexar County Community Arenas Board, seek the assistance of outside technical experts and consultants in Proposal evaluation, and seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFP.

Revise, clarify, or modify, at any time before the Proposal Due Date, the factors it will consider in evaluating Proposals and to otherwise revise or expand its evaluation methodology. If such revisions or modifications are made, Freeman shall circulate an addendum to all Respondents, or short-listed Respondents as determined by Freeman in its sole discretion, setting forth the changes to the evaluation criteria or methodology. Freeman may extend the Proposal Due Date if such changes are deemed by Freeman, in its sole discretion, to be material and/or substantive.

Hold Interviews and meetings to conduct discussions and exchange correspondence with either, all or only short-listed Respondents relating to the RFP or with individual Respondents in order to seek an improved understanding and evaluation of an individual Respondent’s Proposal.

Remove any short-listed Respondent(s) from consideration.

Issue a new request for Proposals.

Cancel or withdraw the entire RFP or any part thereof.

**Confidentiality Limitation**

As a public entity subject to the provisions of the Texas Public Information Act and to the extent allowed by law, Freeman will maintain the confidentiality of all Proposals submitted until the time of final award of a contract or contracts or until all Proposals are rejected formally. Thereafter, Proposal terms, including terms of unsuccessful proposals, may be subject to disclosure unless an exception is established under the Texas Public Information Act.

**Questions**

Questions regarding this RFP may be directed to JC Hrubetz.

Freeman will initially evaluate all Proposals based upon evaluation criteria found in the RFP or as further clarified throughout the evaluation process. Based on Freeman's initial evaluation of Respondent Proposals, Freeman may make a final decision for award or may prepare a short list of apparently qualified Respondents who will be asked to conduct initial presentations of the services offered and demonstrations for discussion, evaluation, and clarification. Following this evaluation and clarification, Freeman will select one or more potential Respondents as candidates for a contract award. During this period, Freeman will enter into discussions and negotiations with each short-listed, Respondent, after which each may be required to prepare a “Best and Final” offer to the Proposal.
During the solicitation period, JC Hrubetz shall be the sole contact for any inquiries from Respondents. Any questions from Respondents shall be submitted in writing to Freeman Coliseum, 3201 E. Houston, San Antonio, Texas 78219. Respondents are prohibited from communicating with Bexar County Community Arenas Board Members, Members of the Bexar County Commissioner Court or their staff (other than the employee in the above-described manner), regarding this solicitation during the period in which submittals have been solicited or are being evaluated, with the exception of responses to questions posed during interviews scheduled after responses are received and opened. Violation of this provision by Respondents and/or their agents may lead to disqualification of Respondent’s submittal from consideration.

NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS RFP, FREEMAN MAY WAIVE IRREGULARITIES AND INFORMALITIES IN ANY PROPOSALS AND REJECT ANY AND ALL PROPOSALS AT ITS SOLE DISCRETION AND THE FREEMAN RESERVES THE RIGHT TO MAKE NO AWARDS AND/OR TO NOT NEGOTIATE OR EXECUTE ANY CONTRACT DOCUMENTS FOR ANY OR NO REASON.